

Tasking Memorandum Mo. 00-11

Memorandum For Cdrs, DCMDE, DCMDW, DCMC Atlanta, San Diego, Seattle, Syracuse, Boeing Huntington Beach, and Lockheed Martin Denver

Subject: Other Transactions Agreements Guidebook Process Action Team (TASKING)

Date: OCT 18 1999

Suspense Date: October 18, 1999

Target Audience: District Process Owners and Agreement Administration Teams

Requirement(s):

- A Process Action Team (PAT) is being formed to develop and write a Guidebook for the administration of Other Transaction agreements. The Guidebook will supplement existing One Book coverage and incorporate best practices in the area of OT administration. Participants in the PAT will be one agreement administrator from each of the above-listed field offices.
- The Commanders of DCMC Atlanta, San Diego, Seattle, Syracuse, Boeing Huntington Beach, and Lockheed Martin Denver are requested to provide to their District process owners the name of one representative from each office to attend the PAT kickoff meeting on October 26-27 at the District West Hdqtrs office, Carson, CA.
- The District process owners are
 - District East: Robert Campbell, (617) 7534429
 - District West: Lolita Pizarro, (310) 900-6567
- The OT Guidebook PAT charter and timeline are attached to this tasking.
- PLAS process code 031 and program code HQ003 should be used for this effort.

Point of Contact for Further Information:

jean_carter@hq.dla.mil/Contract Payment and Finance Team, DCMC-OA/(703) 767-8134 or DSN 427-8134

Signature:



Jill E. Pettibone

Executive Director

, Contract Management Operations

Attachment 1: OT Guidebook Charter

Attachment 2: OT Guidebook PAT Timeline